



Foreign Affairs Handbook

4 FAH-3 – Financial Management Procedures

Change Transmittal: FMP-25
Date: December 07, 2004

4 FAH-3 H-460 TRAVEL AND TRAVEL ADVANCES

4 FAH-3 H-470 TRANSPORTATION OF PASSENGERS AND THINGS

4 FAH-3 H-810–UNASSIGNED

Changes

1. This Change Transmittal issues miscellaneous updates in:
 - 4 FAH-3 H-460**—A new section, 4 FAH-3 H-469, Educational Travel, has been added.
 - 4 FAH-3 H-470**—Miscellaneous changes have been made in grammar and office acronyms.
 - FAH-3 H-810**—Was combined into 4 FAM 810 and is now Unassigned.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove **4 FAH-3 H-460** (TL:FMP-21; 09-05-2003, 24 pages) and insert the revised 4 FAH-3 H-460 (TL:FMP-25; 12-07-2004, 29 pages).
2. Remove **4 FAH-3 H-470** (FMP-3; 5-30-95, 26 pages) and insert the revised 4 FAH-3 H-470 (TL:FMP-25; 12-07-2004, 27 pages).
3. Remove **4 FAH-3 H-810** (FMP-3; 5-30-95, 12 pages), now Unassigned.
4. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: FIN-25 and initial.

Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(RM/FPRA/FPMC)